

## EXCEL Test Directions

The following directions are to be used to modify Excel **Test Part A**. I have typed the majority of this workbook; your job will be to make revisions, to add formulas, and to add a chart as indicated in my directions below.

Go to the ELCShare folder and open up EXCEL TEST PART A. Save it to your WORK folder as *YourName Excel Test*. Then open and make the following revisions.

1. In cell A1 *substitute* your own last name for the letters YOURNAME. (BUS/CA 7.5.1) (1 point)
2. In cell J2 use the NOW function to enter the system date. Format the date without the time. (BUS/CA 7.5.3) (2 points)
3. Finish entering (from the listing below) the Amount Sold for TH and F in cells F6 through G11. (BUS/CA 7.5.1) (5 points)

	Th	Fri
Coke	88	97
Orange Soda	78	64
Lemon Lime	56	37
Mountain Dew	38	88
Mr. Pibb	58	65
Dr. Pepper	57	79

4. Wrap (2 lines, one cell) the columns headings in H5 and I5. (BUS/CA 7.5.5) (2 points)
5. Bold the column headings in Rows 3, 4, and 5. (BUS/CA 7.5.5) (3 points)
6. Center the heading Number Sold between Columns C and G. BUS/CA 7.5.5) (1 point)
7. Center the column headings in B5 through K5. (BUS/CA 7.5.5) (1 point)
8. Have a *double line bottom border* under the column headings in Row 5. (BUS/CA 7.5.5) (1 point)

9. Figure the formulas for H6 through K11. (BUS/CA 7.5.3)

### FORMULAS:

1. Total Sold is the number sold on each day added together, ignore green triangles. (Range should be C6:G6) (1 point)
  2. Dollars Sold is the Total Sold multiplied by the Price. (1 point)
  3. Tax is Tax Rate multiplied by the Dollars Sold (use cell J3 correctly – ABSOLUTE) (2 points)
  4. Use an IF function in Column K that prints YES if Total Sold is over 350 and prints "NO" if the Total Sold is not over 350. (2 points)
  5. Figure the Daily Averages, Totals, Highs, and Lows in Cells C14 through G17. (4 points)
10. Format C14 through G17 as whole numbers, no decimals. (BUS/CA 7.5.5) (1 point)
  11. Format columns B, I, and J as Currency and 2 decimal places. (BUS/CA 7.5.5) (3 points)

12. Format J3 as a percent with 2 decimal places. (BUS/CA 7.5.5) (1 point)
13. Center the title in Row 1 through column K – use Elephant size 14. (BUS/CA 7.5.5) (2 points)
14. Fill Row 1 through Column K with a fill color of your choice. (BUS/CA 7.5.5) (1 point)
15. Change the text color of Row 1 to a color of your choice – make sure it's readable.  
(BUS/CA 7.5.5) (1 point)
16. Adjust the columns so they are no wider than necessary. (BUS/CA 7.5.5) (1 point)

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## **PART B**

1. Insert a row **under** Orange Soda for your favorite type of pop, not already listed using the price and daily numbers sold listed below: (BUS/CA 7.5.5) (1 point)  
\$.95   75   90   100   80   20
2. Make sure the formulas copy over for the inserted row. (BUS/CA 7.5.3) (1 point)
3. Create a PIE CHART on a **chart sheet** showing the **first five items** with their **dollars sold**.  
(BUS/CA 7.5.4) (6 points)
  - Have an appropriate title of your choosing
  - Have data labels showing the value
  - Explode the largest pie slice
  - Do NOT show the legend
  - Change the color of the smallest slice to white
4. Change the sheet name for the chart sheet to **Pie Chart** and color it.  
(BUS/CA 7.5.1) (2 points)
5. Change the sheet name for the spreadsheet to **Weekly Sales** and color it.  
(BUS/CA 7.5.1) (2 points)
6. Move the Chart sheet to the right of the Weekly Sales sheet.  
(BUS/CA 7.5.1) (1 point)
7. DROP the workbook! (BUS/CA 2.3.4)

**IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT I GET YOUR TEST.**